**Salon 9 Rosen Plaza Hotel at 3.00pm**

**NOTES & ACTIONS FROM MEETING**

**1. INTRODUCTION**

**13 present, and 8 sent apologies**

**2. MINUTES/ACTIONS from previous meeting(s)**

**2.1 May 23rd 2018 Conference Call Meeting**

**SHORT-TERM ACTIONS**

*ACTION* ***All*** *Interested parties to help daft a common agreement on the procedures and responsibilities to formalise Active Participation in the CoP* ***No progress***

*ACTION* ***SNL to ensure*** *the incorporation of the wider CoP agenda when preparing the special IMAC 2019 session* ***Completed***

*ACTION* ***LM*** *to work with SVIC to embed the 4 SDT Themes in S&VE* ***Completed***

*ACTION* ***DJE*** *to explore possible EOARD interest in this activity* ***Completed EOARD provided T&S funding contribution for Workshop***

*ACTION* ***PT*** *to obtain and distribute definitive timing and data requirements for submission to NSF for both Workshop and Research Center and to initiatives.* ***Completed***

*ACTION* ***PT*** *to solicit signed-up ‘Active’ CoP participants’ endorsement of proposals for both (i) Workshop and (ii) Research Center to support documentation for bids on both counts*

***Still in progress***

*ACTION* ***DJE*** *to draft Workshop agenda* ***Completed***

**2.2. November 2018 Workshop in Arlington VA**

***ACTION 1***

*Theme Leaders will liaise with Workshop Animators, Chartmen and Scribes to produce****DRAFT 0*** *– Chapter Headings and subheadings from the 4 1-page summaries produced at the Workshop,* ***to be delivered by December 11th Completed***

***ACTION 2***

*Theme Leaders will liaise with Workshop Scribes to produce* ***DRAFT 1*** *– a preliminary  version of the text relevant for each heading and subheading in* ***DRAFT 0****.  This will be prepared by study of the “10-15 page minutes” taken by the scribes, plus the flipcharts.  This version* ***DRAFT1 to be delivered by 15 January 2019****, in time for presentation and discussion by the group at the IMAC meeting, on Sunday 27th January.* ***Partially Completed***

***ACTION 3***

*All participants were asked to seek/obtain an indication of the probable response of their organisations to this proposal. An intention to request commitment at an early stage is sought, and will be next discussed at the IMAC Sunday meeting in Orlando.* ***Sparse responses***

**3. REVIEW of NOVEMBER WORKSHOP**

The November workshop in Washington had resulted in several actions to prepare the ground for the Best Practice Handbook that is envisaged as the CoP’s primary objective. These actions focussed on producing a DRAFT0 and a DRAFT1 for each of the 4 Themes that are envisaged as the current format for the Handbook. DRAFT0 was to be a tidied up version of the output at the Workshop, comprising just headings, sub heading and sub subheadings. The DRAFT1 documents serve to explore the level and style of the texts.

Each of the 4 themes had proposed some structural alterations which were discussed at some length at the meeting, although further reflection is required before the questions raised can be definitively answered. Most of the drafters had suggested changes to the names of the 4 themes, and some also suggested a different breakdown of topics to that used at the start. Specific suggestions included:

Theme 1 Test Specification. Change title to **Environment Capture and Definition**

Theme 2 Boundary Conditions. Change title to **Boundary Conditions and Fixture Design**

Theme 3 Multidegree of freedom . Change Title to **Excitation Strategy**

Theme 4 Test Optimisation . Change Title to **Test Optimisation and Integration**

In addition, there was discussion regarding the overall structure of the Themes. At one point, it was thought that the **Test Optimisation** theme contents might equally be included in the previous three themes as each has an element of optimisation within it. However, this led to the view that one of the key features of the Smart Testing approach is to integrate the various ingredients, rather than keep them separate, and so the revised title of **Test Optimisation and Integration** emerged as the most suitable description and contents. Another Theme which generated useful discussion was Theme 1 where it was felt that either here or in a separate and preceding chapter there should be a structures introduction to the question of damage and what the tests are seeking to contribute. This might be resolved by including a Theme 0 Introduction to why we do testing.

It was agreed to transfer this discussion to another meeting of the group later in the IMAC week, for the authors of the DRAFTS already submitted to have time to reflect on the ideas and observations here and plan a next step. This supplementary meeting took place on 30th January with 8 members present. Separate minutes are available from this extra meeting.

**4. FUTURE PLANNING OF COP ACTIVITY**

**Research Center**

Further details of the planned Research Center at Virginia Tech were presented and these will be provided with the full minutes. Detailed plans for both the technical facilities of the Center and the business model under which it will operate are still being refined, and will be distributed in the near future It is proposed that the Center will be launched and start research in the Fall of 2019.

**Future Structure and Plan for CoP**

The question of the future direction and management of the CoP was revisited, and it was agreed that a proposal for a more formal structure for the CoP would be prepared and distributed to all current members, and others who are likely candidates for joining the group. It is suggested that this matter needs to be resolved, and the formal status of the CoP and its members clearly defined before activities that have financial requirements and implications can be initiated.

**ACTION**

All members to review **Proposed Structure and Plan for the Smart Dynamic Testing CoP (attached)**

**NOTES FROM FOLLOW-UP MEETING ON 30/1/19 AT 1730 SALON 8**

**PRESENT:**  
Troy Skousen (TS) Sandia; Tom Hall (TH) AWE; Luke Ankers (LA) AWE; Luke Martin (LM) Dahlgren; Ibrahim Sever (IS) Rolls-Royce; Lili Heitman (LH) Sandia; David Soine (DS) KCSRC; David Ewins (DJE) Imperial

**TASK:** to consolidate the DRAFT0 and DRAFT1 documents presented at CoP meeting on 27 Jan.

**MAIN POINTS:**

* There may need to be a modified set of sections – not just the original 4 Themes. May need to be a Theme 0 for introduction of concept of Smart Testing and how to prepare specific Best Practice (BP) documents for specific tests.
* Discussed the different text styles and densities of the three DRAFT1 contributions available. Decided to complete the DRAFT0 documents first, by ensuring inclusion of all relevant headings, sub headings and sub-sub headings. Each author to exchange with the others
* Too early to be considering fleshing out BP documents at this stage: need to ensure that we have all the contents lists first. Then to study various existing handbook formats and types of writing before embarking on specifying that most appropriate for the CoP

**ACTIONS:**

* To update individual DRAFT0s and to exchange and iterate ideas and converge on a revised set of ‘themes’ or chapters of the Handbook ***(Theme Leaders)***
* To leave further exploration of text styles/density until contents lists are more complete and these have been subdivided and/or coalesced to suit the revised set of ‘themes’.
* To circulate a number of alternative existing handbook formats to help formulate a preferred CoP Handbook style. ***(LM to provide Mil Std example; IS to provide a RR MMM document; DJE to provide a section from Dynamic Testing Agency Handbook***; ??any others??)
* To circulate these new items by the end of Feb, and to submit a next-stage set of DRAFT0 documents for the CoP Handbook (by the end of March)